

PUBLIC NOTICE OF REQUEST FOR LETTERS OF INTEREST

The City of Wyoming, Ohio is soliciting letters of interest for Right of Way Acquisition Services for the Springfield Pike Improvements Project (ODOT PID # 98767), which involves 15 parcels with a total of 18 temporary easements. The City of Wyoming has completed construction plans, right-of-way plans, and legal descriptions for this project.

Prequalification Requirements

A combination of a prime consultant and sub-consultant(s) may submit in response to this requested Letter of Interest. Both the prime consultant and sub-consultant(s) shall be ODOT prequalified for the services being provided by that respective consultant. Consultants shall have experience in right of way acquisition in accordance with ODOT's acquisition policies and procedures. Right of way acquisition services to be provided may include the following: Project Management for Right of Way Acquisition Services; Title Research; Value Analysis; Appraisal; Negotiation; and Closing.

Estimated Date of Authorization

The acquisition consultant and sub-consultant(s) shall be selected by the City of Wyoming on or before December 1, 2016. It is anticipated that the selected Consultant will be authorized to proceed in early December, 2016.

Completion Schedule

All ROW Consultant Services tasks necessary for the project are to be completed and on file with the City of Wyoming within 6 months from the date of authorization

Communications Restrictions

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or Letter of Interest requirements.

Submission Deadline: Firms are invited to submit a response to this letter of interest to the City of Wyoming on or before 3:00 p.m. local time on Tuesday, November 29, 2016. Responses received after the due date/time shall not be considered.

Submit Proposals to:

Terry Huxel
Public Works Director
City of Wyoming
800 Oak Avenue
Wyoming, Ohio 45215

The City of Wyoming, Ohio shall reserve the right to reject any or all proposals. Furthermore, the City of Wyoming, Ohio shall reserve the right to use this selection process to select a review appraiser as outlined in the request for letters of interest.

REQUEST FOR LETTERS OF INTEREST

Right of Way Acquisition Services – Springfield Pike Improvements Project

SECTION I – SUMMARY AND SCHEDULE

Project Title:

Right of Way Acquisition Services – Springfield Pike Improvements Project

Issuing Agency:

City of Wyoming, Ohio

Contact Person/ Submit Proposals to:

Terry Huxel
Public Works Director
City of Wyoming
800 Oak Avenue
Wyoming, Ohio 45215
(513) 821-3505

Letters of Interest Due:

Tuesday, November 29, 2016

No later than 3:00 p.m. local time

Required Submittal: One (1) original and two (2) copies of Letter of Interest submitted in a sealed, separate envelope with all required submittals, labeled: “Right of Way Acquisition Services – Springfield Pike Improvements Project.”

SECTION II – PROJECT DESCRIPTION

The services requested include Right of Way Consultant Acquisition Services for the Springfield Pike Improvements (S.R. 4) Project, PID 98767. There are 15 parcels requiring 18 temporary easements, needed for the project.

The limits of the project are Springfield Pike from West Mills to Bonham Road. Construction of the project consists of full rehabilitation of the roadway, including partial reconstruction and curb replacement; re-striping from 2 lanes in each direction to 1 lane in each direction with a center two-way left turn lane (Road Diet); reconstruct any curb ramps necessary to meet ADA requirements; traffic signal upgrades including a signal interconnect system and new pedestrian signals.

SECTION III – SCOPE OF SERVICES

Full Right of Way services are required for the project including project management, title research, value analysis, appraisals, negotiations, and closings. The City of Wyoming has completed construction plans, right-of-way plans, and legal descriptions for this project (PID # 98767).

The City of Wyoming shall reserve the right to contract with the second highest scoring consultant identified through this letter of interest process for appraisal reviews.

The consultant shall provide complete documentation in duplicate (2) file form for each owner in accordance with the ODOT Real Estate Manual.

The consultant shall be required to attend a scoping meeting in early December with the City of Wyoming and its representatives relative to the project requirements.

The Consultant will be required to provide monthly status reports for the duration of the project.

The City of Wyoming will provide maps, drawings, records and other data that are available in the files of the City and which may be useful in the work involved under this contract, including construction plans, right-of-way plans, and legal descriptions. The City will provide access to public property when required to conduct field investigations/ project related work.

SECTION IV – COMPENSATION

Upon selection, for the services covered under contract for this project work, the City anticipates paying the consultant as follows:

- No cost estimate shall be included with the letter of interest. Cost will be negotiated upon selection of the top scoring consultant. Refer to the selection criteria.
- Consultant fee will be Unit of Pay. The City may require documentation for hourly rates by job title, plus overhead and direct expenses chargeable to employees' hourly rate to support the Unit of Pay fee. No additional compensation will be made for any other costs incurred by the firm during the progress of the work, unless the expenditure has been pre-approved by the City.

SECTION V – LETTER OF INTEREST FORMAT

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm.
2. One (1) original and two (2) copies of the Letter of Interest submitted in a sealed, separate envelope, with all required submittals, labeled "Right of Way Acquisition Services – Springfield Pike Improvements Project."
3. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
4. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.

- b. Page numbers must be centered at the bottom of each page.
- c. Use 8½" x 11" paper only.
- d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
- e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Letter of Interest Content

- 1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
- 2. List the firm's name, primary address, email, telephone, and federal identification number.
- 3. List any sub-consultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
- 4. List the Project Manager and other key staff members, including key subconsultant staff. Include staff members that will be responsible for the work, and the project responsibility of each. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the project.
- 5. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
- 6. Provide a description of your Project Approach, not to exceed two (2) pages. Confirm that the firm has visited the site and address your firm's: 1) Technical Approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 10-page body of the Letter of Interest. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

SECTION VI – SELECTION PROCEDURES

The City of Wyoming will directly select a consultant based on the Letter of Interest (LoI). The LoI will be reviewed by a selection team composed of appropriate City officials. After the initial review of the LoI's received, the reviewers may informally question the firm or firms judged to have the best likelihood of performing a successful project. The reviewers also reserve the right to contact other agencies or jurisdictions who have worked with the firm. Following the completion of the ranking process and any necessary interviews, the top ranked firm will be asked to begin contract and cost negotiations. If the City fails to reach an agreement with the top ranked firm, then the City shall reserve the right to move on to the second ranked firm to begin the negotiation process. This process may continue in ranked order until the City has successfully executed a contract for this work. The City of Wyoming shall also reserve the right to contract with the second

highest scoring consultant identified through this Lol process for appraisal reviews.

The requirements for the Lol and the Consultant Selection Rating Form that will be used to select the consultant are shown below.

Consultant Selection Rating Form

Project: Springfield Pike Improvements Project

PID: 98767

Firm Name: _____

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	25		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.
Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings if available, and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.

Terms and Conditions

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Compliance with Title VI of the Civil Rights Act of 1964

The City of Wyoming, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.